

AQOL

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS  
COMMANDERS, CONTRACT ADMINISTRATION OFFICES  
DIRECTOR, SPECIAL PROGRAMS  
AQ TEAM CHIEFS

SUBJECT: DCMC Memorandum No. 98-32, Defense Contract Management Command  
(DCMC) Senior Functional Advisor (SFA) Conference, February 16-20, 1998  
(TASKING)

This is a TASKING Memorandum. It will expire upon completion of required action. Target Audience: All DCMC Personnel.

The DCMC SFA Conference, agenda attached, will be held February 16-20, 1998 at the Adam's Mark Hotel in Dallas, Texas. The conference will help SFAs adopt a "network orientation" required to accomplish their mission. DCMC management at various levels will share perspectives and explain their expectations of SFA relationships. Details of SFAs' specific and generic roles and responsibilities will also be discussed. Newly hired SFAs must attend the entire conference. Technical Assessment Group (TAG) Chiefs are invited to attend on February 17, 1998.

A block of rooms has been reserved at the Adam's Mark Hotel in Dallas, Texas for \$94 per night, tax inclusive (tax exempt forms available at check-in). To reserve a room, attendees should call the hotel directly on (214) 922-8000 and identify themselves as participants in the "DLA/SFA Conference." To guarantee availability, reservations must be made NLT January 27, 1998. SuperShuttle service is available between the hotel and Dallas/Ft. Worth Airport or Love Field, at a cost of \$11 per person, each way. Conference attire is business dress for the first day and business casual for the remainder.

If you have questions pertaining to functional content, you may contact the appropriate Headquarters SFA:

Ms. Georgeanna Adams, Quality Assurance, (703) 767-2408, DSN 427-2408  
Ms. Karen Clougherty, Contracts, (703) 767-3412, DSN 427-3412  
Mr. Wayne Easter, Manufacturing and Production, (703) 767-2367, DSN 427-2367  
Mr. Paul Farley, Property, (703) 767-2443, DSN 427-2443  
Mr. Ramachandran Pillai, Engineering, (703) 767-8264, DSN 427-8264  
Mr. Dave Ricci, Pricing, (703) 767-3376, DSN 427-3376

For additional administrative details, contact your appropriate point of contact, listed below.

**Points of Contact for Further Information:**

DCMDE, Mr. Gary Antaya, 617-753-3518, DSN 955-3518  
DCMDW, Mr. Charlie Cheatham, 310-335-3140, DSN 972-3140  
DCMDI, Mr. Mike McLaughlin, 703-767-2746, DSN 767-2746  
Headquarters, Ms. Carol Collins, 703-767-2352, DSN 427-2352

I look forward to your support in making this a great conference.

JILL E. PETTIBONE  
Executive Director  
Contract Management Policy

Attachment

**AGENDA**  
**SENIOR FUNCTIONAL ADVISOR (SFA) CONFERENCE**  
**February 16-20, 1998**  
**Adam's Mark Hotel, Dallas, TX**

**Monday, Feb 16, 1998**

1800-1930	“Welcome” Social (Optional)	Social Room
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**Tuesday, Feb 17, 1998**

0700-0800	Conference Registration	Main Room
0800-0815	Welcome and Administrative	Mr. Wayne Easter
0815-0845	Keynote Speaker	Mr. Gary Thurber
0845-0945	SFA Concept	Ms. Jill Pettibone
0945-1000	BREAK	
1000-1015	West District Commander's Perspective	Col Lee S. Johnson, USAF
1015-1030	East District Commander's Perspective	COL Bill MacKinlay, USA
1030-1045	International District Commander's Perspective	CAPT Dennis L. Wright, SC USN
1045-1130	SFA Roles & Responsibilities Expectations of Management	Col Barry Harper
1130-1230	LUNCH	
1230-1315	SFA Network Concept of Operations and Infrastructure	Col Barry Harper
1315-1345	SFAs – “A Field Commander's Perspective”	Mr. Richard Zirk
1345-1415	SFAs - “An Ops Chief's Perspective”	Mr. Steve Shelley
1415-1430	SFAs - “A TAG Chief's Perspective”	Mr. Keith Ernst
1430-1500	Establishing Relationships	Lt Col Mike Falvey
1500-1530	Learning Organization Knowledge Management Concepts	Ms. Penny Kingsbury
1530-1545	BREAK	
1545-1600	Closing Remarks/Adjourn	Col Barry Harper
1600-1730	Open Forum	Ms. Jill Pettibone

**SFA CONFERENCE AGENDA (Continued)**

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**Wednesday, Feb 18, 1998**

4 Simultaneous Workshops - Each workshop will be held four times, twice in the morning and twice in the afternoon - (Attendees TBD)

Morning workshops will run from 0800-0945 & 1000-1145

Lunch is "On Your Own" from 1145-1300

Afternoon workshops will run from 1300-1445 & 1500-1645

Room #1	Establishing Relationships/Building Rapport	Contractor
Room #2	Coaching and Mentoring Skills	Ms. Judy Carl, AQBG
Room #3	Performance Consulting and Training Performance Improvement	Contractor
Room #4	Training Matrices/ Individual Development Plans	Ms. Ann Deitz, AQBG

**Thursday, Feb 19, 1998**

6 all day Breakout Sessions by Functional Area

Topics Include: Functional Board Issues, IOA Analyses, Special Emphasis Areas, Future Trends and other functional area "items of interest," and initial plan of action.

Sessions will run from 0800-1700, Lunch and Breaks TBD by HQ SFA

Room #1	Quality Assurance SFAs	Ms. Georgeanna Adams, HQ Quality Assurance SFA
Room #2	Manufacturing & Production Specialist SFAs	Mr. Wayne Easter, HQ Manufacturing & Production Specialist SFA
Room #3	Contracts SFAs	Ms. Karen Clougherty, HQ Contracts SFA
Room #4	Pricing SFAs	Mr. Dave Ricci, HQ Pricing SFA
Room #5	Engineering SFAs	Mr. Ramachandran Pillai, HQ Engineering SFA
TBD	Property SFAs	Mr. Paul Farley HQ Property SFA

**SFA CONFERENCE AGENDA (Continued)**

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**Friday, Feb 20, 1998**

0800-0900	“SFA Net” Demo	Mr. Richard Horne
0900-0945	PLAS Reporting	Mr. Don Peterson
0945-1000	BREAK	
1000-1100	Questions and Answers	Ms. Penny Kingsbury
1100-1130	Administrative Wrap-up/Closing Remarks	Col Barry Harper